Data Element Descriptions for the State of Iowa ARRA Reporting System

Overview

This document provides information on the data elements in the State's centralized reporting system, which will fulfill your reporting responsibilities required by Section 1512 of the American Recovery and Reinvestment Act (ARRA) of 2009. The data elements are grouped into three main categories: Post-Award, Report Request and Report. Post-Award data elements are one-time data elements that are entered into the database upon the receipt of a federal award and/or the execution of a grant, loan or contract to a sub-recipient or vendor. Report Request and Reporting data elements are those data elements that require periodic updates (i.e., quarterly), the first group pertains to those completed by the initiator of a report, and the second is completed by the person required to report.

Data Element Descriptions for the State of Iowa ARRA Reporting System

Post-Award Data Elements

Post-award data elements cover information that need to be entered once. This information should be entered once award agreements have been signed and executed by appropriate parties whether they are grants, loans or contracts. Prime recipient awards must be initiated by the Department of Management. It is the responsibility of the state agency receiving the award to provide Scott Vander Hart with the required post-award data elements. Persons responsible for an award are responsible for creating sub-awards associated with their award. The person assigned responsibility of a sub-award should complete data elements not known by the person creating sub-award and validate others already provided. Revisions can be made and saved if any of the information needs corrections or revisions.

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	**Internal Recipient**	**Sub-Recipient**	**Vendor**		
Recipient DUNS Number	The 9-digit Data Universal Numbering System (DUNS) number listed on the federal award document.	NA	The 9-digit Data Universal Numbering System (DUNS) number for the location receiving the award.		DUNS number must be provided for all Prime Recipient awards, and Sub-Recipient awards where the Award Amount is greater than or equal to $25,000.	Local will need to change from unknown to primary number.

Data Element Descriptions for the State of Iowa ARRA Reporting System

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	**Internal Recipient**	**Sub-Recipient**	**Vendor**		
Recipient Contact (E-Mail)	E-mail address of the person responsible for the award's execution, or assigned responsibility for reporting on the award.				E-mail address is compared to each logged-in user for access control.	This would be the person that the reporting is delegated to but subrecipient can change.
POP Location Code	Codes associated with various geographic regions including: cities, counties, Area Education Agencies, Local Education Agencies (school districts), Council of Governments, Regional Transit Authorities, Area Agencies on Aging, Community Action Agencies, Judicial Districts, Drug Task Forces, and Local Community Empowerment areas.			NA	Compare against location table to validate user input.	

Data Element Descriptions for the State of Iowa ARRA Reporting System

Report Request Data Elements = Delegation to others for specific report data

Report Request data elements are those data elements that require periodic updates (i.e. quarterly). Persons responsible for an award's execution are responsible for initiating report requests for their sub-awards, and completing report request data elements. Report requests for top-level federal awards will be initiated by the Department of Management.

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	**Internal Recipient**	**Sub-Recipient**	**Vendor**		
Report Description	Description of the report, e.g., "3Q 2009 Reporting Cycle for Iowa Arts Jobs Preservation Grants", "Mid-Summer Status Report for Green Project Reserves", etc. – as specified by the person initiating the report request. Description should be clear so that person responsible for reporting will know what it is for, as they may have multiple reports to complete.					Examples: salaries & benefits
Due Date	Date report is due as for review and approval as specified by the person initiating the report request.				Due date must be earlier than due date of parent report and/or report for the parent award.	The date you want it back from the person you delegated it to.
Reporting Period End Date	The person initiating the report indicates the end date of the reporting period (i.e., the date for financial transactions and cumulative hours worked to be reported through). The frequency of required reporting is quarterly.				For quarterly reports, the following calendar quarter reporting period end dates shall be used: 6/30; 9/30; 12/31; or 3/31. For final reports, the reporting period end date shall be the end date of the project/grant period.	

Data Element Descriptions for the State of Iowa ARRA Reporting System

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor		
Initiated By	E-mail of the person requesting the report.				Defaults to the E-mail of the logged-in user.	
Reported By	E-mail of the person responsible for completing the report.				Except for delegated pieces of a higher-level report, should default to the Recipient Contact on the award for which the report is for.	
Can Delegate	Person requesting report indicates "Yes" or "No" to determine whether the reporter can delegate the requested report to one or more sub-entities, colleagues, or subordinates.					
Can Allow Delegation	Person requesting report indicates "Yes" or "No" to determine whether delegates of the reporter can further delegate reporting. This is used to accommodate deep organizational structures.				Only used when Can Delegate is yes. Delegates may not delegate back to the reporter.	

Data Element Descriptions for the State of Iowa ARRA Reporting System

Report Data Elements

Report data elements are those data elements that require periodic updates (i.e., quarterly). Report data elements must be completed and submitted by either the person responsible for an award's execution, the person responsible for the parent award or a delegate. Report data elements will be reviewed and approved by the person requesting the report. Elements provided as part of a report request will be available for reference purposes, and will be included as part of the report record.

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	**Internal Recipient**	**Sub-Recipient**	**Vendor**		
Final Report	Final Project Report Indicator (i.e. no future reports) – a "yes" or "no" as specified by the person submitting the report. Check ''yes'' only if this is the final report for the project / grant period specified for the award.				Report requests should be prohibited for awards with "yes" on an approved report.	
Project Status	Overall percentage of project completion (0-100%), in whole numbers, as specified by the person completing the report. Where appropriate, the percentage should be based on defined project milestones.			NA	Except for delegated pieces of a higher-level report, the project status should be flagged if project completion is not within +/- 10% of the ARRA expenditures expressed as a percentage of the award amount.	For example: if you are spending on salaries & benefits and you've spent 10% of the money, you are 10% of the way complete. There are instances where money and completion do not track – technology implementation

Data Element Descriptions for the State of Iowa ARRA Reporting System

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor		
						for instance.
Project Status Description	NA		Narrative description of significant activities funded, services performed and/or deliverables achieved during the reporting period.	NA		Narrative for that time period for audit and compliance. (IDE request per GAO)
Total ARRA Expenditure	The total expenditure made by the recipient. Where available, this value will be derived from I/3 to reflect funds expended through the end of the reporting period end date.		The total expenditure made by the recipient by the reporting period end date.	NA	Value should not exceed award amount. Flag value if less than Total ARRA Expenditure in most recent approved report for the award.	
Multiple Job Creation Records per Report						**This is its own Excel page in the workbook template**
Cumulative Hours Worked	Cumulative total of ARRA-funded work hours within the specific Standard Occupational Classification minor group, and with the same full-time work schedule. Hours reported should be for employees of the recipient who are directly charged to ARRA supported projects/activities.			Not required for the purchase of standard products	Flag value if less than Cumulative Hours Worked in most recent approved report for the award.	Required

Data Element Descriptions for the State of Iowa ARRA Reporting System

Data Elements	Definition by Recipient Type				Business Rules	DE Comments
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor		
Weekly Full-Time Hours Scheduled	Number of hours in typical full-time weekly schedule with the recipient. Typical full-time weekly schedule is assumed to be 40 hours/week.			Typically part of a vendor's existing inventory and available at time of purchase; or for orders of specialized equipment / product where the total order amount is below $5,000.	Flag value if Weekly Full-Time Hours scheduled is not 40.	Required
SOC Minor	Code associated with most appropriate 2010 Standard Occupational Classification (SOC) minor group. Describes the type of occupations funded with ARRA.				Value selected from a list of SOC Minor Groups and validated against it.	Look-up
Highly-Compensated Officers per Report **DOES NOT APPLY TO EDUCATION!!!!!**						**This is its own Excel page in the workbook template**